City of Fresno On-line Application User Guide

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GENERAL
1.0   Basic Job Search:

This feature is designed to facilitate locating job openings in lieu of scrolling through multiple pages.

1.1   Register: (First Time Users)

Click on click here to register or Register Now to register.

- Enter Registration Information:
  - User Name – select and enter a user name you will remember for future visits
  - Password – select and enter a password you will remember for future visits
  - Confirm Password – re-enter the password you selected

- Click on **Register** – you will be redirected to the Careers Home page

1.2   Log In: (Returning Users)

- Enter User Name and Password

- Click on **Login**

    If you forget your password, click on Login Help.

Note – you will have to recreate your account if you forget your password and you did not have an e-mail address entered in your profile.

MY CAREER TOOLS

2.1   Profile:

You only need to enter your information in My Profile one time, however, it is important for you to edit your information as it changes.

- Click on <u>My Profile</u> to enter your Name, Address, Email Address and Phone Number. The Social Security Number field is optional.

- Click on <mark>Save</mark> – you will be redirected to the Careers Home Page where you will be recognized by your first name

2.2   Applications:

Click on <u>Applications </u>to view your saved and submitted applications.

MY CAREER TOOLS (continued)

2.3   Resumes and Cover Letters & Attachments:

Use this feature when you are sending an attachment such as a resume or supplemental information with your application.

- Click on either <u>Cover Letters and Attachments</u> or <u>Saved Resumes</u>

    - Click on <u>+Add Attachment</u>

    - Attachment Type: Use the drop down arrow to select a description for your attachment.

    - Attachment Purpose: Enter the Job ID you are applying for. Job ID can be found in the job description or the job opening listing. If you are applying without adding a job, type in the word, "General".

    - Click <u>Add Attachment</u>.

        - *We accept ".txt", ".doc" and ".pdf" file extensions. The City of Fresno is unable to process documents that contain macros.*

    - Click the **Browse** button

    - Select and highlight your document to be attached

    - Click on **Open**

    - Click on **Upload**

    - Click on **Save & Add More** to add another document or **Save & Return** to be directed back to Career Tools

- To change an Attachment Type or Attachment Purpose of an already uploaded document

    - Click on <u>Edit Attachment</u> and change the Type and/or Purpose

- Click on **Save & Add More** to add another document or **Save & Return** to be directed back to Career Tools

- To add another attachment click on <u>+Add Attachment</u>

- Click on <u>Return to Previous Page</u> to be redirected to Career Tools Page

- Click on <u>Careers Home</u> at the top of the page

2.4   Latest Job Postings:

City of Fresno current recruitments are listed in this section.

- Check box on the left: This is where you would click to select a job you are interested in applying for.
  - By clicking on a check box and **Apply Now** you will be bypass the job description and specific application information and be directed into the application process.
  - By clicking on a check box and **Save Jobs** you can save the job posting for future access.

- Date: Represents the date the recruitment opened.

- Job Title: The name of the position.

- Job ID: The numeric identifier for the recruitment.

- Location: Typically will always be City of Fresno.

- **Save Jobs**: This feature will allow you to save job postings that you are interested in viewing later. You will be unable to apply for a position after the filing deadline even if you have saved the job.

2.5   Job Description:

The description of the position as well as information regarding the minimum requirements and selection process are contained in the Job Description. You can access the Job Description by clicking on the specific Job Title.

- Salary Information: The position Job Code and salary range are listed along with the filing deadline which is presented in blue.
  - *On-going or continuous recruitments will not have a specific filing deadline.*

- ==**Email to Friend**==: Click to be directed to the Send Email page where you can enter an email address and edit a message to someone else who you think might be interested in the position.

- ==**Save Job**==: This feature will allow you to save job postings that you are interested in viewing later.
  - *You will be unable to apply for a position after the filing deadline even if you have saved the job.*

- ==**Apply Now**==: Click here to begin the application process for the Job Description you have selected.

APPLY NOW

3.1 Choose Resume:

Resumes are viewed as additional information and will not be used to evaluate minimum requirements.

- **Upload a new resume**: Select and click Continue to be directed to the upload page.
  - Please refer to section 1.5 Resumes & Attachments for the attachment process.

- **Copy and paste resume text**: Select and click ==**Continue**== to be directed to a document creation page where you can copy/cut and paste or create text.

- **Use an existing resume**: Select view a list of saved resumes. Click on the desired resume and click on Continue to be directed to the Complete Application page.

- **Apply without using a resume**: Select and click Continue to be directed to the Complete Application page.

3.2 Complete Application:

You will see three buttons at the top and bottom of the application page:

- ==**Save**==: All questions under Supplemental Questionnaire and Required Information must be answered before you can successfully Save an application.   Saved applications are not submitted for consideration.
    - This feature is designed to allow you to complete an application at your convenience.
    - All applications must be Submitted prior to the filing deadline.

- ==**Submit**==: After all information has been completed click on the Submit button to be directed to the **My Applications** page for the final confirmation that your application has been submitted.

- ==**Close Application**==: Ends the process without Saving or Submitting an application to the City of Fresno.
    - All information entered will not be saved.

Use the scroll bar on the far right of the computer screen to navigate up and down the application page.

- Preferences: Reponses are voluntary and limited to recruiting purposes only.

- Work Experience: Click on [+Add Work Experience](#) to enter your work experience history.

- o Enter current or most recent experience first and latest experience last. ***All fields are required***.
- o Information provided is used to determine minimum qualification status.

- Education History: Please be thorough as information provided is used to determine minimum qualification status.

  - o Highest Education Level: Click on the drop down arrow to view the list of appropriate responses, click on the highest education level achieved.

  - o Primary/Secondary: Click on +Add Primary/Secondary Education History to enter High School or equivalent information.

    - ▪ Click on the magnifying glass to Look up a School
    - ▪ Click on the drop down arrow to change the search by method to description
    - ▪ Enter the first two letters of the school and click on **Look Up**
    - ▪ Select and click on the appropriate school

    If High School is not listed, enter name of school in Other.

  - o Post-Secondary Education History: Click on +Add Post-Secondary Education History.

    - ▪ Click on the magnifying glass to Look up a School or Major Code
    - ▪ Click on the drop down arrow to change the search by method to description
    - ▪ Enter the first two letters of the school or major and click on **Look Up**
    - ▪ Select and click on the appropriate school or major

- Professional Training: Click on +Add Professional Training to enter relevant professional training.

- Licenses and Certificates: Click on [+Add Licenses and Certificates](#) to select licenses and certificates from a drop down list.
  - If the license or certificate you possess is not listed, please select Other.

- Languages: Click on [+Add Languages](#) to add language proficiencies other than English.
  - This information will be used for recruiting purposes only unless the job description identifies a proficiency in a specific language as desirable or required.

- Memberships: Click on [+Add Memberships](#) to select membership organizations from a drop down list.
  - If the organization you are a member of is not listed, please select Other.

- Honors and Awards: Click on [+Add Honors and Awards](#) to select professional honors and awards from a drop down list.
  - If the honor or award you have received is not listed, please select Other.

- References: Click on [+Add Reference](#) to add personal and/or professional references.

- Supplemental Application Questionnaire:

  - Mandatory Questions: All Yes responses require a comment in the appropriate field.

  - Supplemental Questions: Some recruitments include supplemental questions specific to the position.

- Referral Information: This information is used by the Personnel Department to evaluate and enhance recruitment and outreach methods.

- Required Information:

- Current City of Fresno employees: It is recommended that you apply from a City of Fresno network computer.
    - You can locate your personalized Career Home Page under Recruiting which is under the Self Service Menu.
    - Please contact Personnel Services Department if you need additional assistance (559) 621-6950.
    - We have a list of City of Fresno network computers available in the Staff Section under Personnel and under Resources on the City of Fresno Career Opportunity web page.

- Former employee of City of Fresno: If you are applying for re-employment, refer to the Re-employment information listed on our City of Fresno Career Opportunity web page.
    - You may attach your letter requesting re-employment to your application. Refer to section 1.5 Resumes and Attachments.
    - You will be notified by the Personnel Services Department regarding your Re-employment request and status.

    - Enter last date of employment, if 24 months or less and enter the department and position held in the comment section
    - Click on Request Re-Employment
    - Click on Add Re-Employment (located at bottom of application)
    - Click on the magnifying glass to the right of the Job Code field to look up the Job Code (unless you already know it). Change the Search by method to description and enter the first few letters of the position and click on **Look Up**. Click on the appropriate job title to be directed back to the Enter re-Employment page.
    - Click on **Save and Return** to go back to your application.

- Former employee of City of Fresno: If you are not applying for re-employment, enter your last date of employment and list the department and position held in the comment section.

SUBMIT ONLINE APPLICATION

4.1   Submit Online Application:

- Self Identification Details: This information is used in accordance with State and Federal Laws for the purpose of evaluating the effectiveness of our Equal Opportunity Recruitment efforts.
    o You may decline to self identify by selecting the response, "I decline to provide my self identification details."
- Terms and Agreements:
    o Read the provided verbiage
    o If you agree to the terms and conditions:
        - Select and click on Agree to electronically sign your application
        - Click on Submit, you should receive an e-mail confirming receipt of your application within minutes.
    o If you do not agree to the terms and conditions:
        - Select and click on I do not agree to these terms.
        - Either Return to Previous Page and Save your application, note it will not be considered for processing until it has been submitted, or, click on **Cancel** to end the process.